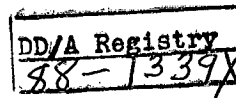


DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Alcohol, Drug Abuse, and
Mental Health Administration
Rockville MD 20857

M E M O R A N D U M



DATE: JUN 13 1988

FROM: Chairman, Interagency Coordinating Group

SUBJECT: Advisory Memorandum

TO: Tier I Agency Liaisons for a Drug-Free Workplace

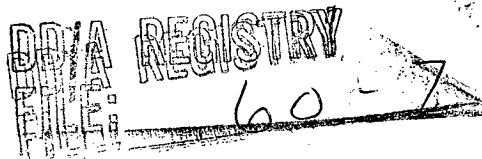
Now that your plans for a Drug-Free Workplace have been certified, it is the intent of the Interagency Coordinating Group to provide continued assistance in the implementation of these Plans.

1. Modification of Tier I Agency Plans

In some cases, staff of Tier III Agencies have indicated that, by mutual agreement, their Drug-Free Workplace efforts will be incorporated into Tier One Agency Plans. If your Agency intends to enter into such an agreement, it is essential that your Plan be modified to reflect these additions, i.e., the number of testing designated positions and the frequency of testing; the drug impact statements for these positions; the types of testing, the drugs to be tested for; the availability of all required services such as EAP, specimen collection and laboratory analysis to the Tier III Agency. If there are any differences between the major components of your Plan and the Tier III component such as policy statement, voluntary referral/safe harbor, administrative relief procedures, etc., please state clearly and specifically all variations that apply to the Tier III Agency.

2. Collection Services

The request for Proposal for Collection Services through interagency agreements with the Department of Health and Human Services was released earlier this year and proposals have been received and reviewed. It is projected that the contract will be signed by June 30, 1988.

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Page 2 - Memo: Tier I Agency Liaisons

3. MRO/Specimen Collection Manuals

The MRO manual is in the final stage of development by NIDA Staff and should be available later this summer. Also, a training manual for specimen collection is currently being developed.

4. Reporting Requirements

As required by Section 503 of the Act, each Agency is to submit an annual report which relates to drug testing activities. As specified in Chapter XIV, Section G, of the Model Plan, this data shall also be provided to HHS semi-annually to assist in overall program evaluation and to determine whether changes to HHS guidelines may be required.

5. Certification of Laboratories

a. National Laboratory Certification Program

A list of certified laboratories of the Department of Health and Human Services National Laboratory Certification Program is projected for the end of this Fiscal Year. A copy will be mailed to you when it is available. This list will be updated periodically.

b. Access to DOD Laboratories

We strongly recommend that you use DOD Military Laboratories in the interim rather than others which may or may not meet the HHS certification requirements. Should you decide to use DOD lab services, interagency agreement forms will be forwarded to you shortly by this office for your completion.

6. EAP Curriculum and Guidelines

A drug abuse education curriculum for employee assistance professionals has been developed and will be field tested at three sites this summer, one of which is Montgomery College, Rockville, Maryland. The curriculum will be available for distribution by this fall. A set of guidelines for the establishment and assessment of a comprehensive Employee Assistance Program and a monitoring instrument to assess program elements is in the final stages of development and will be ready for distribution late this fiscal year.

Any modifications to Tier I Plans as related to the inclusion of any Tier III Agencies should be received in my office as soon as possible simultaneous with the receipt of Tier III Agency Plans. Certification of Tier III Plans is anticipated by the end of this fiscal year.

Page 3 - Memo: Tier I Agencies

Requests for additional information should be directed to Ms. Jeanne Trumble, Chief, Policy and Employee Assistance Branch, Office of Workplace Initiatives, 5600 Fishers Lane, Room 10A-43, Rockville, Maryland 20857 (telephone: 301-443-0802).

J. Michael Walsh / M. Sullivan
J. Michael Walsh, Ph.D.

cc: Tier II Primary Liaisons
Tier III Primary Liaisons

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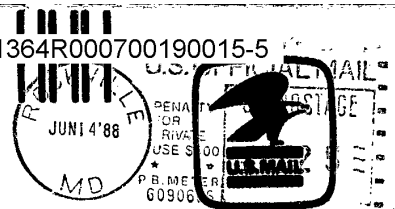
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Rockville MD 20857

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